

# **Air Force Security Assistance Ce**

*War-winning Capabilities...On Time, On Cost*

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**U.S. AIR FORCE**

## **Report.Web Tutorial**

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Schoolhouse)**

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**DSN 986-1162**

**May 2008**

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# Description Report.Web



**AFSAC**

- **Developed to deliver Security Assistance Management Information System (SAMIS) reports electronically via secure website**
- **Saves money by eliminating unwanted printed reports**
- **Enables end-user to:**
  - Electronically search for report with specific information
  - Download copy of report for future research
  - Download report to send as an e-mail attachment
  - Print specific page or pages
- **Access to reports is limited to individual user's Manager Distribution Designator (MDD) from SAMIS**



# Password and ID Report.Web



**AFSAC**

- **To obtain a Report.Web User-ID and password**
  - must have a SAMIS or AFSAC online account
  - [Email the AFSAC Report.Web Administrators](#)
  - specify you are an external user
  - a Track-it ticket will be opened and an account will be established

**Note:** Click on Email link above to apply for a Report.Web User-ID and password.



# SAMIS

## Reporting Media Example 1



SAMIS 05 June 2003 (03156) TIME: 07:53:30 MDD: AFL  
\*\*\*\*\* CATEGORY 1 DATA SELECTION SCREEN 165A \*\*\*\*\*  
ENTER SELECTION PARAMETER: \_  
B. CC,CASE,LINE ITEM D. CC,PROJECT CODE F. CC  
C. CC,CASE E. CC,PURCHASER SERVICE CODE  
ENTER VALUES FOR FIELDS AS NEEDED:  
CC: \_ CASE: \_ LI: \_ PROJECT: \_ PUR SERVICE CODE: \_  
  
REPORTING MEDIA: \_  
A. PRINTED COPY  
B. CRT  
C. MICRO FICHE  
D. TAPE  
NUMBER OF COPIES FOR A OR C: \_  
  
ENTER DATA SELECTION OPTION DESIRE  
A. OPEN ONLY  
B. OPEN,CLOSED,COMPLETE (ACTIVE)  
C. OPEN,CLOSED,COMPLETE (ACTIVE &  
  
ENTER Y FOR NARR ON BATCH: \_  
  
\*\*ALTERNATE OPTION: \_ QUICK ACCESS ID OR H-HELP,Q-QUIT,R-RETURN TO TOP\*\*

ENTER Y TO REPORT

**Note:** To receive a report in Report.Web, you have to request the report in SAMIS first.

If a SAMIS screen has the "Reporting Media" option for a "Printed Copy" or a "List", then you can get an electronic copy of the report in Report.Web the next day.



# SAMIS

## Reporting Media Example 2



AFSAC

**Note:** To receive a report in Report.Web, you have to request the report in SAMIS first.

If a SAMIS screen has the "Reporting Media" option for a "Printed Copy" or a "List", then you can get an electronic copy of the report in Report.Web the next day.

: 10:17:20 MDD: AFL  
OFFICE: SDH  
INTERROGATION 180R \*\*\*\*\*  
COUNTRY, NIIN K. COUNTRY, MMC \*\*  
STOCK NUMBER  
IN  
COUNTRY, CASE, LI, MMC \*\*  
COUNTRY, CASE, MCC \*\*  
\*\* AVAILABLE IN LIST ONLY

COUNTRY: \_\_ CASE: \_\_ LI: \_\_  
STOCK NR: \_\_ NIIN: \_\_ MMC: \_\_

ENTER S FOR SUMMARY REPORT  
OR D FOR DETAIL REPORT: \_

ENTER DATA SELECTION OPTION: \_  
A. OPEN RQNS B. OPEN,CLOSED,COMPLETED RQNS  
ENTER SEQUENCE FOR LIST: \_  
1. COUNTRY, CASE, LI, DOC NR  
2. NIIN, DOC NR, DOC ID (PARAMETERS I, J AND K ONLY)

ENTER REPORTING MEDIA: \_  
(BLANK FOR CRT; L FOR LIST)  
ENTER NR OF COPIES FOR LIST: \_

HISTORY DATES (OPTIONAL): START DATE: \_\_  
END DATE: \_\_

\*\*ALTERNATE OPTION: \_\_ QUICK ACCESS ID OR H-HELP, Q-QUIT, R-RETURN TO TOP\*\*



# AFSAC Online Home Page

## <https://afsac.wpafb.af.mil>



AFSAC

AFSAC  
Online

Home

What's New

Security

Feedback

Help

Supporting  
Worldwide  
Partnerships

Air Force Security Assistance Center  
Wright Patterson AFB, Ohio 45433

### AFSAC Online Links

- Home
- What's New
- System Requirements
- FAQ's
- Security
- Feedback
- Tech Support
- Apply for AFSAC Online and/or SAMIS Account**
- Change Password
- Security Cooperation Information Portal (SCIP) Web Site
- Password Required**
- Apply for SCIP Portal Account
- Application Links**
- Tutorials
- Applications Suite
- Supply Application
- Letter of Request (LOR)
- Logistics Applications



# AFSAC Online

**The AFSAC Online tools are accessed through the AFSAC Online website using any Internet connection.**

**--DSL or high-speed internet connection recommended**

**--Click here to apply for AFSAC Online account. AFSAC Online or SAMIS account is required for Report.Web account.**

- AFSAC Online tools are accessed through the AFSAC Online website using any Internet connection.
- Business Applications (Use the business applications link)

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.





# AFSAC Online Feedback/Technical Assistance



AFSAC

AFSAC  
Online

Home

What's New

Security

Feedback

Help

Supporting  
Worldwide  
Partnerships

Air Force Security Assistance Center  
Wright Patterson AFB, Ohio 45433

## AFSAC Online Links

- Home
- What's New
- System Requirements
- FAQ's
- Security
- Feedback
- Tech Support
- Apply for AFSAC Online and/or SAMIS Account
- Change Password
- Security Cooperation Information Portal (SCIP) Web Site
- Password Required**
- Apply for SCIP Portal Account
- Application Links**
- Tutorials
- Applications Suite
- Supply Application
- Letter of Request (LOR)
- Logistics Applications



AFSAC Online

**Use the "Feedback" link to document questions/comments about AFSAC Online tools.**

- AFSAC's goal not intended to have developed provide easy,

- Business app (Use the navi business app

**For "Technical Assistance" (connectivity issues) with the AFSAC Online tools contact AFSAC Technical Support.**

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.



# Report.Web - Select Report.Web Login



The **REPORT.WEB** is listed under the  
“Other AFSAC Links” section on  
AFSAC Online.

Report
Tutorials
Other AFSAC Links
SAMIS MIAP Access (NEW)
REPORT.WEB
About AFSAC
CLSSA Brochure
CLSSA Process Briefing
Repair/Replace Briefing
AFSAC Library

- [WEBLINK International Access](#)

WebLINK International is a web based service provided by the Defense Logistics Information Service. It provides databases, which allow a user to research the supply pipeline by country and service. Click the link above to find out more about this service. [Click here for access and sponsorship requirements.](#)

First time users/documentation

REPORT.WEB Login

Selecting

AFSAC Online is a public web site. AFSAC Online utilizes PKI enabled SSL (Secure Sockets Layer). SSL is the industry standard and is the software available today for secure online commerce transactions. AFSAC Online follows stringent procedures employed at the Wright Patterson Air Force Base to ensure software support issues. These guidelines are followed so that AFSAC's servers can operate in the public/





# Report.Web - Login User Name & Password



**AFSAC**

Getting Started

ASG-Report.Web Version 3.2

Welcome to ASG-Report.Web!



Log in to the Insight Web Interface:

User Name:

Password:

First time using Report.Web?

Click [here](#) to download third-party applications and viewers.

Click [here](#) for information on browser compatibility and other prerequisites.

Please contact the Report.Web

1. Enter your Report.Web User Name and Password to access Report.Web.
2. Then click “login” button.

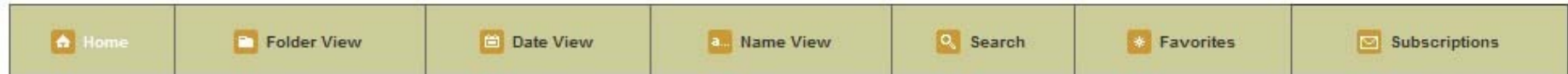
**Note:** The Report.Web user name and password are different and unique from your AFSAC Online or SAMIS user name and password.



# Report.Web - Home Page View



AFSAC



[Home](#)

[Help](#)  
[Logout](#)  
[Preferences](#) **ASG**  
Software Solutions

Welcome to your Report.Web Home page!

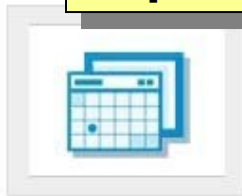
v3.2.0.2

**When you log in, the Home Page View is the default view of Report.Web.**

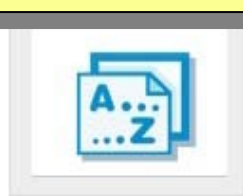
What would you like to do?



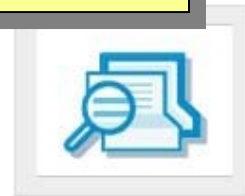
[View reports by folder](#)



[View reports by date](#)



[View reports by name](#)



[Search for reports](#)



[View favorite reports](#)

Here are your most recently viewed reports. To view a report click on the Description text.

Type	Folder	Report	Description	Section	Status	Published	Actions
	AFSAC	<a href="#">165A HBC - custom order</a>	<a href="#">COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA</a>	AFL	Online	2008-04-10 00:28:47	
	AFSAC	<a href="#">97A D001 Cex Errors</a>	<a href="#">WEEKLY REPORT: ALL (NON-SUSPENDED) D001 CEX FOR AC</a>	\$\$REPORT	Online	2008-04-09 21:22:53	
	AFSAC	<a href="#">72 EBM - Stat Dir Cit-</a>	<a href="#">STATUS OF DIRECT CITATION PROGRAM BY GENERIC CODE</a>	\$\$REPORT	Online	2008-03-27 08:37:43	
	AFSAC	<a href="#">56M ECM - Case Mgt Assign</a>	<a href="#">CASE MANAGER ASSIGNMENT BY LINE</a>	\$\$REPORT	Online	2008-03-27 08:37:40	
	AFSAC	<a href="#">211 EAF - CASE / LINE ITE</a>			Online	2008-04-10 00:21:44	

**Note:** Report.Web allows you access to only your own “push” and “pull” SAMIS reports.



# Report.Web - Home Page - Navigation Bar



AFSAC

[Home](#) [Folder View](#) [Date View](#) [a... Name View](#) [Search](#) [Favorites](#) [Subscriptions](#)

[Home](#)

[Help](#) [Logout](#) [Preferences](#) **ASG**  
Software Solutions

Welcome to your Report.Web Home page!

v3.2.0.2

What would you like to do?



[View reports by folder](#)

**Several ways to navigate through the reports stored in Report.Web. The Navigation Bar can be used to display previously created reports.**

[View reports by date](#)

[View reports by name](#)

[Search for reports](#)



[View favorite reports](#)

Here are your most recently viewed reports. To view a report click on the Description text.

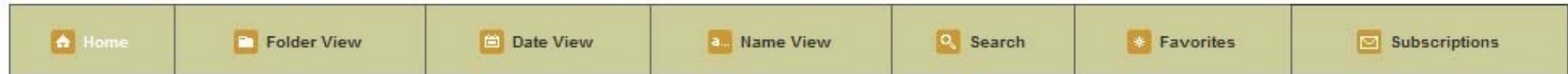
Type	Folder	Report	Description	Section	Status	Published	Actions
	AFSAC	<a href="#">165A HBC - custom order</a>	<a href="#">COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA</a>	AFL	Online	2008-04-10 00:28:47	
	AFSAC	<a href="#">97A D001 Cex Errors</a>	<a href="#">WEEKLY REPORT: ALL (NON-SUSPENDED) D001 CEX FOR AC</a>	\$\$REPORT	Online	2008-04-09 21:22:53	
	AFSAC	<a href="#">72 EBM - Stat Dir Cit-</a>	<a href="#">STATUS OF DIRECT CITATION PROGRAM BY GENERIC CODE</a>	\$\$REPORT	Online	2008-03-27 08:37:43	
	AFSAC	<a href="#">56M ECM - Case Mgt Assign</a>	<a href="#">CASE MANAGER ASSIGNMENT BY LINE</a>	\$\$REPORT	Online	2008-03-27 08:37:40	
	AFSAC	<a href="#">211 EAF - CASE / LINE ITE</a>	<a href="#">CASE / LINE ITEM DATA - BASIC MANAGER CONTROL (213</a>	AFL	Online	2008-04-10 00:21:44	



# Report.Web - Home Page - Navigation Icons



AFSAC



[Home](#)

[Help](#)  
[Logout](#)  
[Preferences](#) **ASG**  
Software Solutions

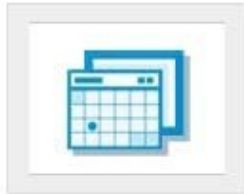
Welcome to your Report.Web Home page!

v3.2.0.2

What would you like to do?



[View reports by folder](#)



[View reports by date](#)



[View reports by name](#)



[Search for reports](#)



[View favorite reports](#)

Here are your most recently viewed reports. To view a report click on the Description text.

Type	Folder	Report	Status	Published	Actions
	AFSAC	<a href="#">165A HBC - custom order</a>	Online	2008-04-10 00:28:47	
	AFSAC	<a href="#">97A D001 Cex Errors</a>	Online	2008-04-09 21:22:53	
	AFSAC	<a href="#">72 EBM - Stat Dir Cit-</a>	Online	2008-03-27 08:37:43	
	AFSAC	<a href="#">56M ECM - Case Mgt Assign</a>	Online	2008-03-27 08:37:40	
	AFSAC	<a href="#">211 EAF - CASE / LINE ITE</a>	Online	2008-04-10 00:21:44	

**The Navigation Icons can also be used to display previously created reports.**

[CASE MANAGER ASSIGNMENT BY LINE](#)

\$\$REPORT

[CASE / LINE ITEM DATA - BASIC MANAGER CONTROL \(213](#)

AFL





# Report.Web - Home Page - Most Recent Viewed



AFSAC



[Home](#)

[Help](#)  
[Logout](#)  
[Preferences](#) **ASG**  
Software Solutions

Welcome to your Report.Web Home page!

v3.2.0.2

What would you like to do?

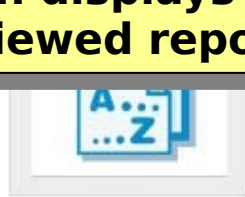
This section displays your most recently viewed reports.



[View reports by folder](#)



[View reports by date](#)



[View reports by name](#)



[Search for reports](#)



[View favorite reports](#)

Here are your most recently viewed reports. To view a report click on the Description text.

Type	Folder	Report	Description	Section	Status	Published	Actions
	AFSAC	<a href="#">165A HBC - custom order</a>	<a href="#">COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA</a>	AFL	Online	2008-04-10 00:28:47	
	AFSAC	<a href="#">97A D001 Cex Errors</a>	<a href="#">WEEKLY REPORT: ALL (NON-SUSPENDED) D001 CEX FOR AC</a>	\$\$REPORT	Online	2008-04-09 21:22:53	
	AFSAC	<a href="#">72 EBM - Stat Dir Cit-</a>	<a href="#">STATUS OF DIRECT CITATION PROGRAM BY GENERIC CODE</a>	\$\$REPORT	Online	2008-03-27 08:37:43	
	AFSAC	<a href="#">56M ECM - Case Mgt Assign</a>	<a href="#">CASE MANAGER ASSIGNMENT BY LINE</a>	\$\$REPORT	Online	2008-03-27 08:37:40	
	AFSAC	<a href="#">211 EAF - CASE / LINE ITE</a>	<a href="#">CASE / LINE ITEM DATA - BASIC MANAGER CONTROL (213</a>	AFL	Online	2008-04-10 00:21:44	

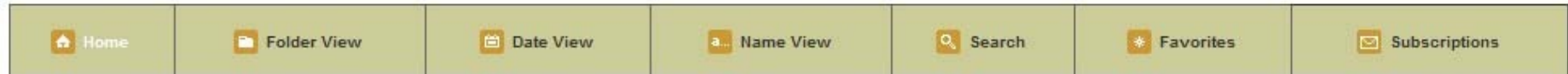




# Report.Web - Home Page - Save Report to Favorites



AFSAC



[Home](#)

[Help](#)  
[Logout](#)  
[Preferences](#) **ASG**  
Software Solutions

Welcome to your Report.Web Home page!

v3.2.0.2

What would you like to do?

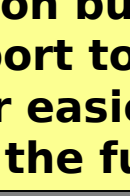


[View reports by folder](#)

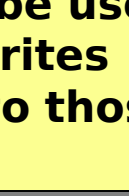


[View reports by date](#)

These action buttons can be used to save a report to your favorites section for easier access to those reports in the future.



[View reports by name](#)



[Search for reports](#)



[View favorite reports](#)

Here are your most recently viewed reports. To view a report click on the Description text.

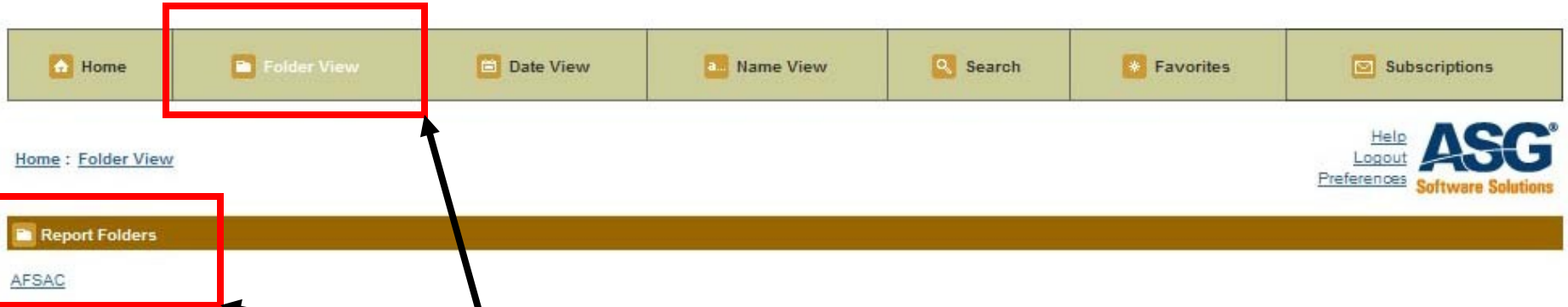
Type	Folder	Report	Description	Section	Status	Published	Actions
	AFSAC	<a href="#">165A HBC - custom order</a>	<a href="#">COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA</a>	AFL	Online	2008-04-10 00:28:47	
	AFSAC	<a href="#">97A D001 Cex Errors</a>	<a href="#">WEEKLY REPORT: ALL (NON-SUSPENDED) D001 CEX FOR AC</a>	\$\$REPORT	Online	2008-04-09 21:22:53	
	AFSAC	<a href="#">72 EBM - Stat Dir Cit-</a>	<a href="#">STATUS OF DIRECT CITATION PROGRAM BY GENERIC CODE</a>	\$\$REPORT	Online	2008-03-27 08:37:43	
	AFSAC	<a href="#">56M ECM - Case Mgt Assign</a>	<a href="#">CASE MANAGER ASSIGNMENT BY LINE</a>	\$\$REPORT	Online	2008-03-27 08:37:40	
	AFSAC	<a href="#">211 EAF - CASE / LINE ITE</a>	<a href="#">CASE / LINE ITEM DATA - BASIC MANAGER CONTROL (213</a>	AFL	Online	2008-04-10 00:21:44	



# Report.Web - Folder View



AFSAC



**“Folder View” opens the “Report Folders” available to you in Report.Web. In this example the “AFSAC” folder appears.**

**Click on the “AFSAC” link to display the reports stored in this folder.**

**Note:** The next few slides explain the use of the Navigation Bar.



# Report.Web - Report Date View



AFSAC

Home Folder View **Date View** Name View Search Favorites Subscriptions

Home : [Date View](#)

[Help](#) [Logout](#) [Preferences](#) **ASG**  
Software Solutions

**Report Publish Dates**

<a href="#">2008-05-05</a>	<a href="#">2008-04-21</a>	<a href="#">2008-04-08</a>	<a href="#">2008-03-02</a>
<a href="#">2008-05-02</a>	<a href="#">2008-04-19</a>	<a href="#">2008-04-05</a>	<a href="#">2008-02-28</a>
<a href="#">2008-05-01</a>	<a href="#">2008-04-18</a>	<a href="#">2008-04-04</a>	<a href="#">2008-02-27</a>
<a href="#">2008-04-30</a>	<a href="#">2008-04-17</a>	<a href="#">2008-04-03</a>	<a href="#">2008-02-26</a>
<a href="#">2008-04-29</a>	<a href="#">2008-04-16</a>	<a href="#">2008-04-02</a>	<a href="#">2008-02-20</a>
<a href="#">2008-04-28</a>	<a href="#">2008-04-15</a>	<a href="#">2008-04-01</a>	<a href="#">2008-02-13</a>

**“Date View” opens the “Report Publish Dates” available to you in Report.Web. In this example the last 24 dates that a report was created appear.**

**Click on a “Date” link to display the reports stored on this date.**



# Report.Web - Report Name View

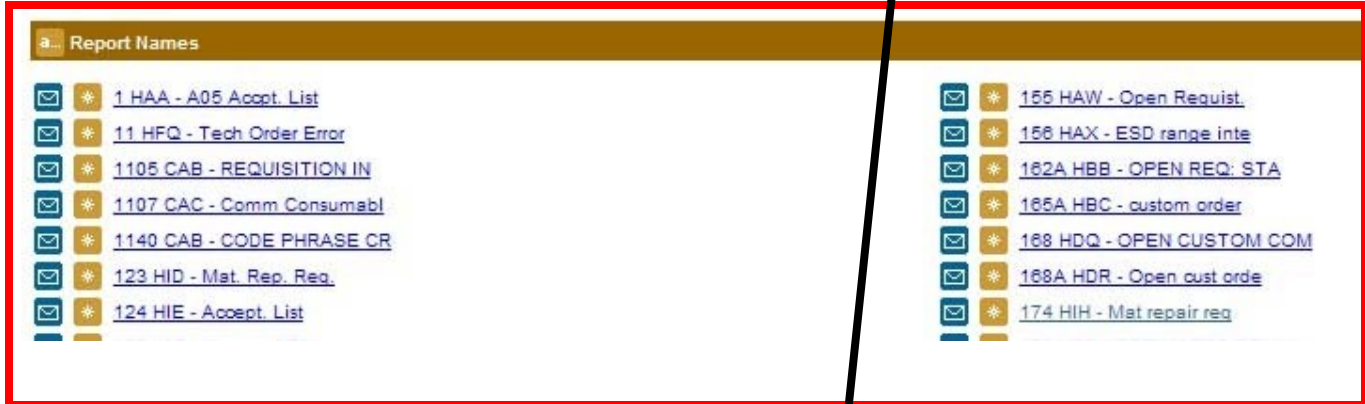


AFSAC



Home : [Name View](#)

[Help](#)  
[Logout](#)  
[Preferences](#)  
**ASG**  
Software Solutions



**“Name View” opens the “Report Names” available to you in Report.Web. In this example the last 14 reports that was created appear.**

**Click on a “Report Name” link to display the report.**



# Report.Web - Search Report Tool



**AFSAC**



[Home](#) : [Search](#)

[Help](#)  
[Logout](#)  
[Preferences](#) **ASG**  
Software Solutions

## Report Search

To search for a report, enter search criteria into one or more fields below then click Search.

### Report Properties

Folder Name:

Report Name:

Report Description:

Report Section:

Start Publish Date:

End Publish Date:

Wildcard characters \* and ? may be used to enhance your report search. Click [Help](#) for more information.

### Containing a Word or Phrase

Search string:  Basic WRF Searching is enabled.

The search string syntax for Basic WRF Searching and Advanced Searching differs. Click [Help](#) for more information.

Search

**“Search” opens the “Report Search” data window. Fill in the Search Fields for the report you wish to find.**

**Click on “Search” button when fields are complete.**





# Report.Web - Favorite Report View



AFSAC

Home Folder View Date View Name View Search Favorites Subscriptions

Home : [Favorites](#)

Help  
Logout  
Preferences  
**ASG**  
Software Solutions

## Favorites

Here are your favorite reports. To view reports click on the Name text.

<input checked="" type="checkbox"/>	Type	Name	Status	Published
<input type="checkbox"/>		<a href="#">124 HIE - Accept. List</a>		
<input type="checkbox"/>		<a href="#">150 HAT - Open Req.</a>		

Select All Clear Selections Delete Selected

**“Favorites”  
opens the  
“Favorites” data  
window.**

**Click on the title  
of the report you  
wish to open.**



# Report.Web - Report Date View - Example



Home Folder View **Date View** Name View Search Favorites Subscriptions

Home : [Date View](#)

[Report Publish Dates](#)

<a href="#">2008-05-05</a>	<a href="#">2008-04-21</a>	<a href="#">2008-04-06</a>	<a href="#">2008-03-02</a>
<a href="#">2008-05-02</a>	<a href="#">2008-04-19</a>	<a href="#">2008-04-05</a>	<a href="#">2008-02-28</a>
<a href="#">2008-05-01</a>	<a href="#">2008-04-18</a>	<a href="#">2008-04-04</a>	<a href="#">2008-02-27</a>
<a href="#">2008-04-30</a>	<a href="#">2008-04-17</a>	<a href="#">2008-04-03</a>	<a href="#">2008-02-26</a>
<a href="#">2008-04-29</a>	<a href="#">2008-04-16</a>	<a href="#">2008-04-02</a>	<a href="#">2008-02-20</a>
<a href="#">2008-04-28</a>	<a href="#">2008-04-15</a>	<a href="#">2008-04-01</a>	<a href="#">2008-02-13</a>

## Report “Date View” - Example

1. Click on “Date View” button.
2. Click on the desired date from the “Report Publish Dates” list.



# Report.Web - Date Selected View



AFSAC

[Home](#) [Folder View](#) [Date View](#) [Name View](#) [Search](#) [Favorites](#) [Subscriptions](#)

[Home](#) : [Date View](#) : [2008-05-07](#)

[Help](#) [Logout](#) [Preferences](#) **ASG** Software Solutions

**Report Names**

[165A HBC - custom order](#)  
[97A 2001 Cbx Errors](#)

**Note: The selected date becomes part of the report path.**

**3. Click on the name of the desired report.**



# Report.Web - Report Selected from Date View



Home	Folder View	Date View	Name View	Search	Favorites	Subscriptions
Home : <a href="#">Date View</a> : <a href="#">2008-05-07</a> : <a href="#">165A HBC - custom order</a>						
Help Logout Preferences						
ASG Software Solutions						
Type	Description	Section	Status	Published	Actions	
	<a href="#">COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA</a>	AFL	Online	2008-05-07 00:29:28		

**Note:** The selected report name becomes part of the report path.

4. Click on the “Description” of the desired report and the report will open.



# Report.Web - Report Viewer Toolbar



AFSAC

COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA - 2008-04-10 00:28:47 - Microsoft Internet Explorer provided by USAF

Courier New 12 A A+ [Icons] [?] Go to page

COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA

PCN: U-W001.-HBC MDD: AFL OFFICE: DP  
SELECTION PARAMETER: (B) COUNTRY: CASE: LINE: DOCUMENT NUMBER: DATE: 09 APR 2008 (08100)  
PROJ CODE: PSC: 1ST POS DOC SERIAL NR: NMCS IND: FOLLOW UP POINT: OPTION: DETAIL  
SEQ: CC,CASE,LI,DOCNBR HISTORY START DATE: 00000 END DATE: 00000 HISTORY REQUESTED: OPEN ONLY

PAGE: 1

DOCUMENT NUMBER HISTORY

DI	RIC	M	STOCK NUMBER	UI	QTY	DOCUMENT NR	D	SUADDR	E
DI	SFX	RIC	STOCK NUMBER	UI	QTY	DOCUMENT NR	M	SUADDR	
DI	RIC	M	STOCK NUMBER	UI	QTY	DOCUMENT NR	/	SUADDR	/
DI	SHPD	T	STOCK NUMBER	UI	QTY	DOCUMENT NR	S	SUADDR	RDD
DI	ESD	M	SHPNR	MAN NR	BOX NR		F	T	RCV/EDD
DS	RIC	R	STOCK NUMBER	UI	QTY	DOCUMENT NR	X	SUADDR	B
	A								C

NAME: INITIATOR ASSEMBLY, STATUS: OPEN NARR: YES

A01	FGZ	U	1377004899460ES	EA	14	D	E8560767600	N	D22	L	4F	002	06	11031	BV	FGZ	D	T	S	Y	1	6,850.00	
A01	FGZ	U	1377004899460ES	EA	14	D	E8560767600	N	D22	L	4F	002	06	A26	2L	FGZ	DDP	D	T	S		6,850.00	06076
AE3	FGZ	U	1377004899460ES	EA	14	D	E8560767600		D22	4F	002	06	7259	BB	FGZ	077						4,223.00	06077
AE3	FGZ	U	1377004899460ES	EA	14	D	E8560767600		D22	4F	002	06	1031	BV	FGZ	171						4,223.00	06171
AE2	FGZ	U	1377004899460ES	EA	14	D	E8560767600		D22	4F	002	06	1031	BV	FGZ	171						999999999	06200

ORIG RQN QTY: 14 CURRENT QTY: 14 CNCLD QTY: 0 SHPD QTY: 0 DLVD QTY: 0 DUE OUT QTY: 14

DTIC DOM VAL: 05 000 00 CURRENT VAL: 05 000 00 DLVD VAL: 0 00 DUE OUT VAL: 05 000 00

**This section is the Report Viewer Toolbar.**





# Report.Web - Search - Go to page



AFSAC

COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA - 2008-04-10 00:28:47 - Microsoft Internet Explorer provided by USAF

Courier New 12 A A Go to page

PCN: U-W001.-HBC  
SELECTION PARAMETER: (B) COUNTRY: CASE: LINE: DOCUMENT NUMBER:  
PROJ CODE: PSC: 1ST POS DOC SERIAL NR: NMCS IND: FOLLOW UP POINT: OPTION: DETAIL  
SEQ: CC,CASE,LI,DOCNR HISTORY START DATE: 00000 END DATE: 00000 HISTORY REQUESTED: OPEN ONLY  
MDD: AFL OFFICE: DP  
DATE: 09 APR 2008 (08100)  
PAGE: 1

DOCUMENT NUMBER HISTORY

DI	RIC	M	STOCK NUMBER	UI	QTY	DOCUMENT NR	D	SUADDR	S	FC	LI	PR
DI	SFX	RIC	STOCK NUMBER	UI	QTY	DOCUMENT NR	M	SUADDR	G	FC	LI	PR
DI	RIC	M	STOCK NUMBER	UI	QTY	DOCUMENT NR	/	SUADDR	/	FC	LI	SH
DI	SH	PD	STOCK NUMBER	UI	QTY	DOCUMENT NR	S	SUADDR	R	DD	LI	TR
DI	ES	D	SH	PN	MAN NR	BOX NR	F	T	RCV	EDD		
DS	RIC	R	STOCK NUMBER	UI	QTY	DOCUMENT NR	X	SUADDR	B	FC	POE	P
A							C		C	DT	PC	RIT
										I	T	S
										C	C	AL
												CD
											I	
												\$
												VALUE

NAME: INITIATOR ASSEMBLY, STATUS: OPEN NARR: YES  
A01 FGZ U 1377004899460ES EA 14 D E8560767600 N D22 L 4F 002 06 11031 BV FGZ D T S Y 1 6,850.00  
A01 FGZ U 1377004899460ES EA 14 D E8560767600 N D22 L 4F 002 06 A26 2L FGZ DDP D T S 6,850.00 06076  
AE3 FGZ U 1377004899460ES EA 14 D E8560767600 D22 4F 002 06 7259 BB FGZ 077 4,223.00 06077  
AE3 FGZ U 1377004899460ES EA 14 D E8560767600 D22 4F 002 06 1031 BV FGZ 171 4,223.00 06171  
AE2 FGZ U 1377004899460ES EA 14 D E8560767600 D22 4F 002 06 1031 BV FGZ 171 999999999 06200

ORIG RQN QTY: 14 CURRENT QTY: 14 CNCLD QTY: 0 SHPD QTY: 0 DLVD QTY: 0 DUE OUT QTY: 14  
DTC DOM VAL: 95 999 99 CDDNT VAL: 95 999 99 DIVD VAL: 0 00 ADDDED VAL: 95 999 99

**You can go to a specific page in the report by entering the page number in the window and click "Go to page" button.**



**AFSAC**

COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA - 2008-04-10 00:28:47 - Microsoft Internet Explorer provided by USAF

Courier New 12 A A Go to page 5

COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA

PCN: U-W001.-HBC MDD: AFL OFFICE: DP  
 SELECTION PARAMETER: (B) COUNTRY: CASE: LINE: DOCUMENT NUMBER: DATE: 09 APR 2008 (08100)  
 PROJ CODE: PSC: 1ST POS DOC SERIAL NR: NMCS IND: FOLLOW UP POINT: OPTION: SUMMARY  
 SEQ: CC,CASE,LI,DOCMBR HISTORY START DATE: 000000 EMD DATE: 000000 HISTORY REQUESTED: OPEN ONLY

DOCUMENT NUMBER HISTORY

DOCUMENT NR STOCK NUM  
 X REF DOC NR ORIGINAL

D 45V80300755 16100086255

ORIG UP: 1768.40 CURREN  
 ORIG RQN QTY: 35 CURR  
 ORIG RQN VAL: 61,894.00

D 45V80420760 16200126367

ORIG UP: 15947.89 CURREN  
 ORIG RQN QTY: 8 CURR  
 ORIG RQN VAL: 127,583.12

6/RDD STAT DATE FUP RQN STATUS  
 ESD FUP IND DATE RQN PROC DT

050 BV 08082 SMS OPEN  
 08112 Y 08081 08030

0 SHPD DT: COMP DT:  
 OLVD QTY: 0 DUE OUT QTY: 35  
 ORD VAL: 61,894.00

052 BL 08065 FGZ OPEN  
 09283 Y 08042

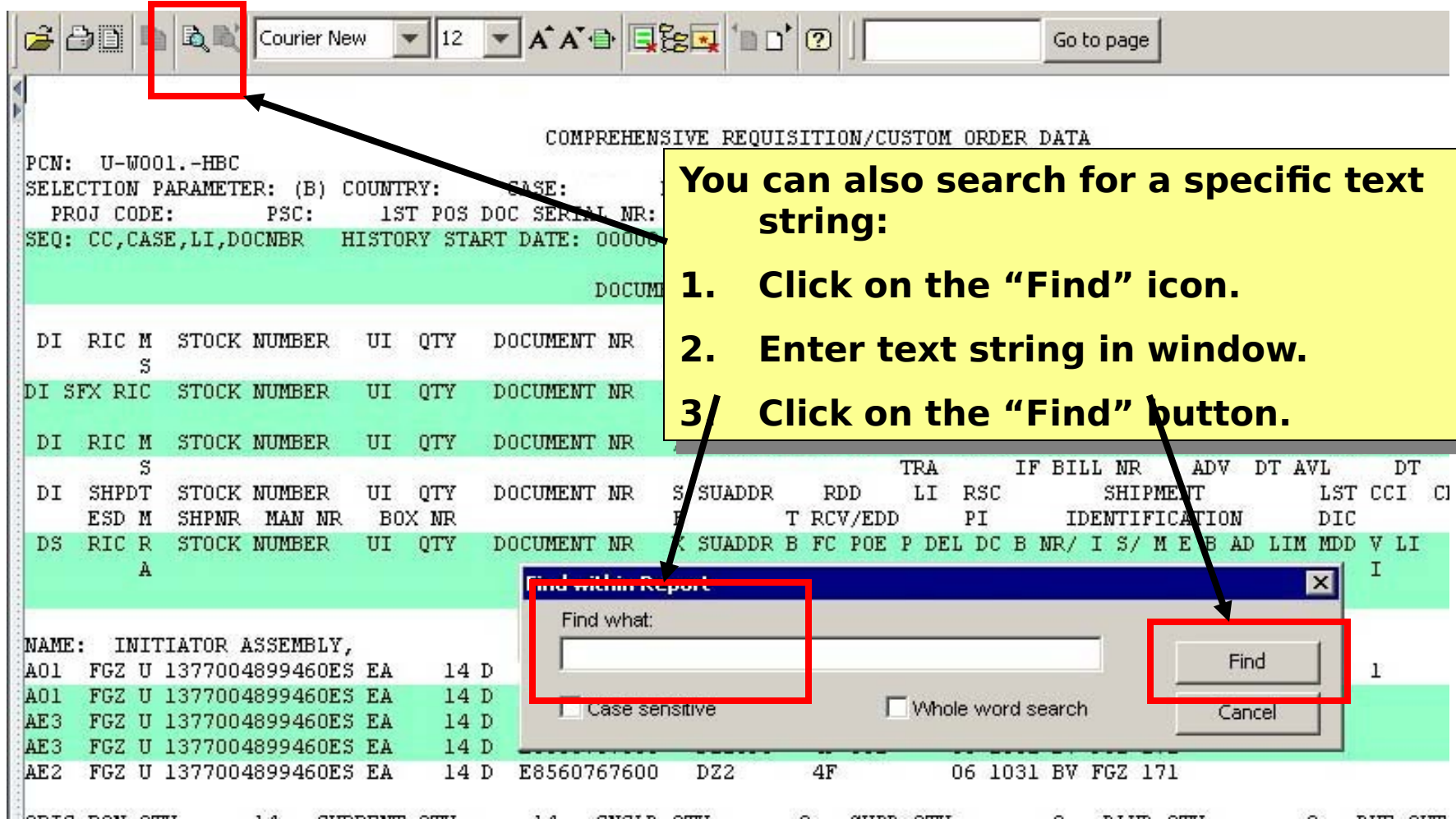
0 SHPD DT: 08067 COMP DT:  
 OLVD QTY: 4 DUE OUT QTY: 4  
 ORD VAL: 85,589.12

**Because SAMIS links all "Like" reports together, the page number on the report may not match the total number of pages in the report. For example, we asked for page 5 which is page 1 of the second linked report**

**Note:** “Like” reports, for example, might be all SAMIS 165D reports requested on the same day.



# Report.Web - Search - Find Text Example



COMPREHENSIVE REQUISITION/CUSTOM ORDER DATA

PCN: U-W001.-HBC  
SELECTION PARAMETER: (B) COUNTRY: CASE:  
PROJ CODE: PSC: 1ST POS DOC SERIAL NR:  
SEQ: CC,CASE,LI,DOCNBR HISTORY START DATE: 00000

DOCUMENT

DI	RIC	M	STOCK NUMBER	UI	QTY	DOCUMENT NR
DI	SFX	RIC	STOCK NUMBER	UI	QTY	DOCUMENT NR
DI	RIC	M	STOCK NUMBER	UI	QTY	DOCUMENT NR
DI	SHPDT	STOCK NUMBER	UI	QTY	DOCUMENT NR	S/SUADDR RDD LI RSC SHIPMENT LST CCI CI
ESD	M	SHPNR	MAN NR	BOX NR		T RCV/EDD PI IDENTIFICATION DIC
DS	RIC	R	STOCK NUMBER	UI	QTY	DOCUMENT NR K SUADDR B FC POE P DEL DC B NR/ I S/ M E B AD LIM MDD V LI

NAME: INITIATOR ASSEMBLY,

A01	FGZ	U	1377004899460ES	EA	14	D
A01	FGZ	U	1377004899460ES	EA	14	D
AE3	FGZ	U	1377004899460ES	EA	14	D
AE3	FGZ	U	1377004899460ES	EA	14	D
AE2	FGZ	U	1377004899460ES	EA	14	D

E8560767600 D22 4F 06 1031 BV FGZ 171

**You can also search for a specific text string:**

1. Click on the "Find" icon.
2. Enter text string in window.
3. Click on the "Find" button.

Find within Report

Find what:

☐ Case sensitive ☐ Whole word search

Find Cancel





# Report.Web - Search - Find Text Example

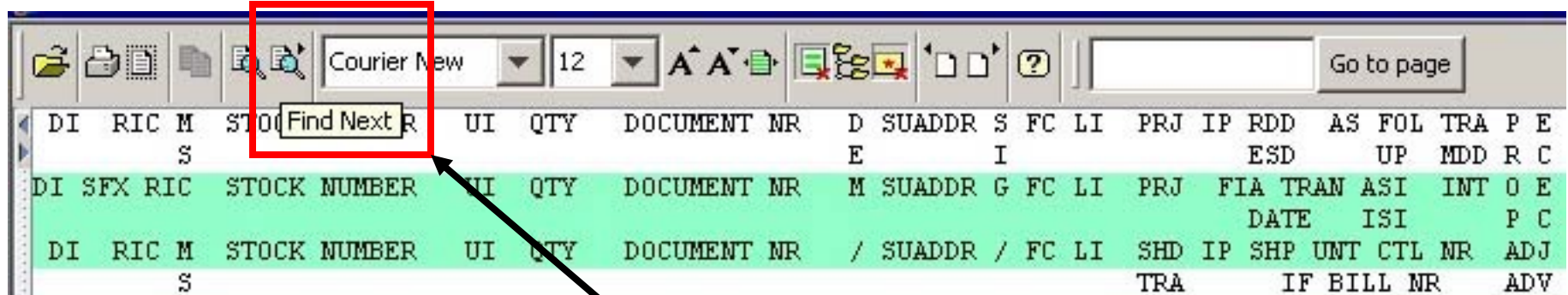


AFSAC

Courier New										12	Go to page																		
DI	RIC	M	STOCK	NUMBER	UI	QTY	DOCUMENT	NR	D	SUADDR	S	FC	LI	PRJ	IP	RDD	AS	FOL	TRA	P	E	B	P	B	N	P	F	P	
		S							E		I					ESD		UP	MDD	R	C	C	D	P	F	P	Z	C	
DI	SFX	RIC	STOCK	NUMBER	UI	QTY	DOCUMENT	NR	M	SUADDR	G	FC	LI	PRJ	FIA	TRAN	ASI	INT	O	E	B	S	P	S	C		INP		
															DATE	ISI			P	C	C	S				IND			
DI	RIC	M	STOCK	NUMBER	UI	QTY	DOCUMENT	NR	/	SUADDR	/	FC	LI	SHD	IP	SHP	UNT	CTL	NR	ADJ		POE	MDD	M					
		S												TRA		IF	BILL	NR	ADV	DT	AVL		D						
DI	SHPDT		STOCK	NUMBER	UI	QTY	DOCUMENT	NR	S	SUADDR		RDD	LI	RSC				SHIPMENT					LST	CCI					
	ESD	M	SHPNR	MAN	NR	BOX	NR		F		T	RCV/EDD		PI			IDENTIFICATION					DIC							
DS	RIC	R	STOCK	NUMBER	UI	QTY	DOCUMENT	NR	X	SUADDR	B	FC	POE	P	DEL	DC	B	NR/	I	S/	M	E	B	AD	LIM	MDD	V	L	
		A									C			C	DT	PC	RIT	I	T	S	C	C	AL	CD		I			
Text string is found and highlighted for you.																													
NAME: INITIATOR, PROPELLAN										STATUS: OPEN										NARR: YES									
AO1	FGZ	U	1377004897476	ES	EA	14	D	E8560767604	N	DZ2		L	4F			06	08087	BV	FGZ		D	N	S		Y	2			
AO1	FGZ	U	1377004897476	ES	EA	14	D	E8560767604	N	DZ2		L	4F			06	A22	2L	FGZ	DDP	D	N	S						
AE3	FGZ	U	1377004897476	ES	EA	14	D	E8560767604		DZ2			4F			06	8046	BB	FGZ	077									
AE3	FGZ	U	1377004897476	ES	EA	14	D	E8560767604		DZ2			4F			06	8046	BZ	FGZ	178									
AE2	FGZ	U	1377012418150	ES	EA	14	D	E8560767604		DZ2			4F			06	8046	BZ	FGZ	178									
AE5	FGZ	U	1377012418150	ES	EA	14	D	E8560767604		DZ2			4F			15												F	
AE3	FGZ	U	1377012418150	ES	EA	14	D	E8560767604		DZ2			4F			06	8087	BV	FGZ	043									
AE2	FGZ	U	1377012418150	ES	EA	14	D	E8560767604		DZ2			4F			15													
AE2	FGZ	U	1377012418150	ES	EA	14	D	E8560767604		DZ2			4F			06	8087	BV	FGZ	043									
ORIG RQM QTY: 14										CURRENT QTY: 14										CNCLD QTY: 0									
ORIG RQM VAL: 60,648.00										CURRENT VAL: 41,738.34										DLVD QTY: 0									
																				DLVD VAL: 0.00									
																				ORDERED VAL:									
NAME: INITIATOR, PROPELLAN										STATUS: OPEN										NARR: YES									
AO1	FGZ	U	1377004897476	ES	EA	14	D	E8560767605	N	DZ2		L	4F			06	08087	BV	FGZ		D	N	S		Y	2			
AO1	FGZ	U	1377004897476	ES	EA	14	D	E8560767605	N	DZ2		L	4F			06	A21	2L	FGZ	DDP	D	N	S						
AE3	FGZ	U	1377004897476	ES	EA	14	D	E8560767605		DZ2			4F			06	8046	BB	FGZ	077									
AE3	FGZ	U	1377004897476	ES	EA	14	D	E8560767605		DZ2			4F			06	8046	BZ	FGZ	178									

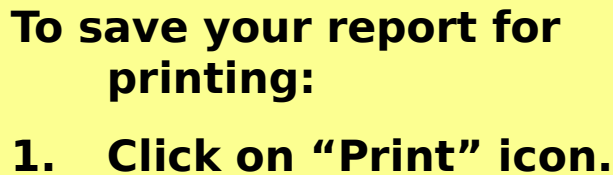


# Report.Web - Search - Find Next Text Example



**If you desire to find the next occurrence of the same text string, press the “Find Next” button.**



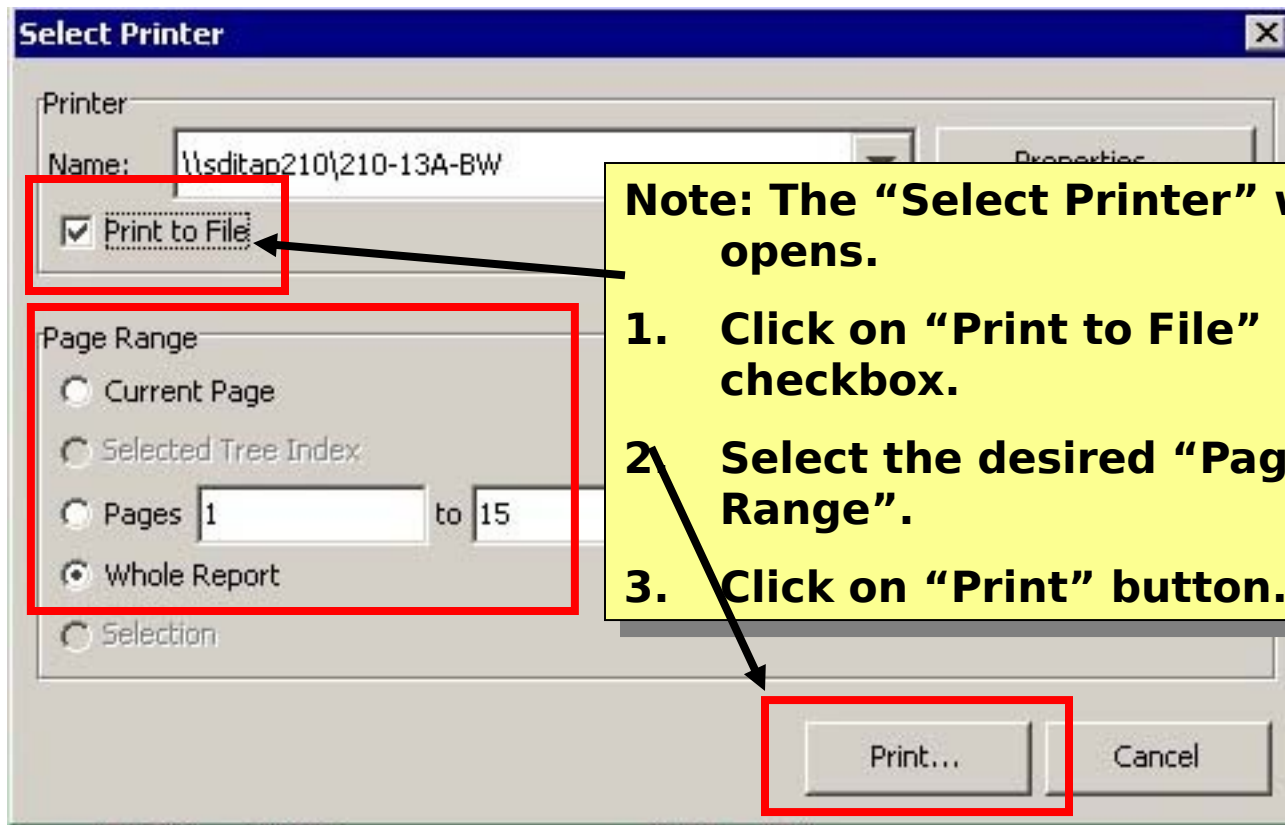




# Report.Web - Save to File (.rtf)



**AFSAC**

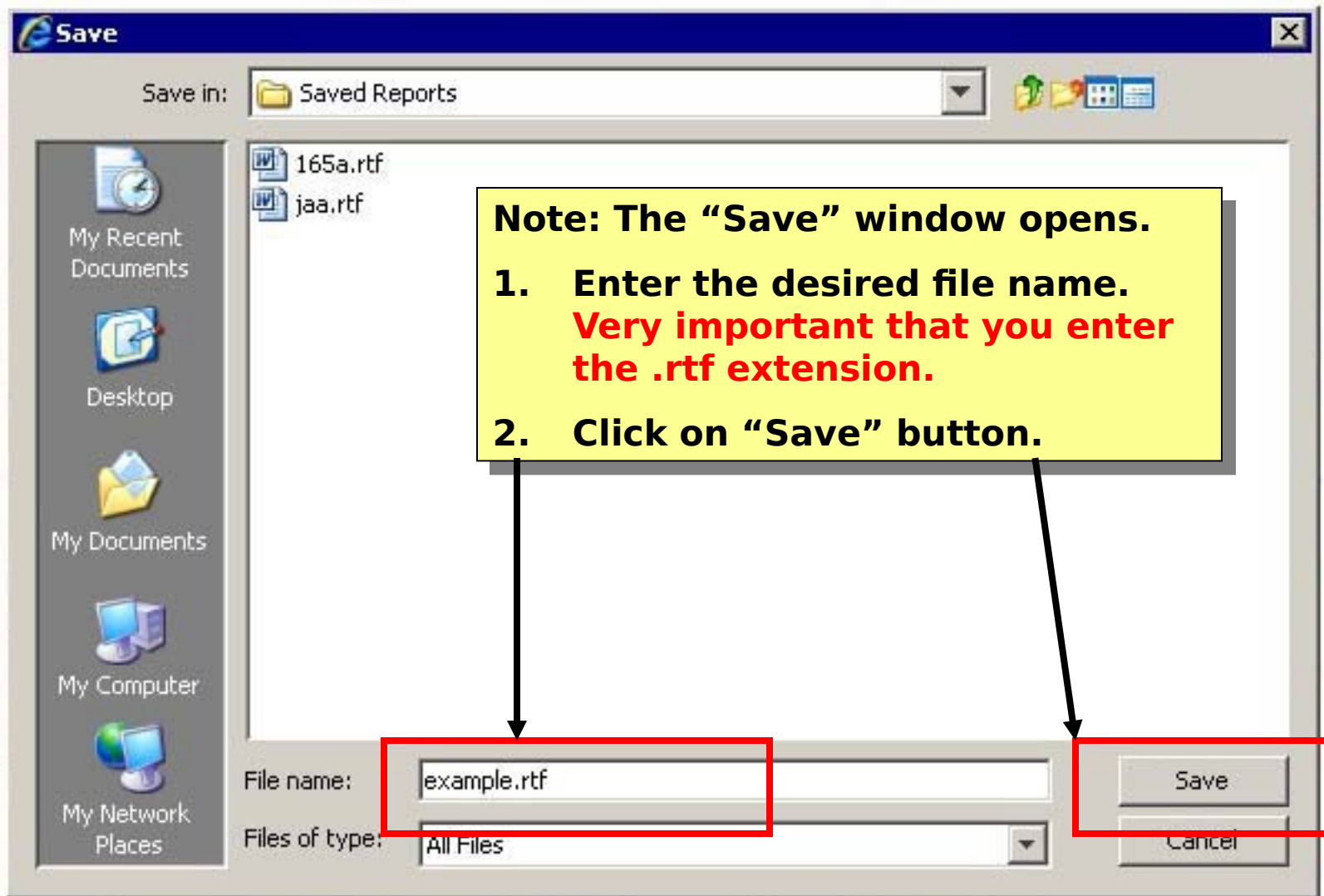




# Report.Web - Save File (.rtf)



AFSAC





# Report.Web - Open Saved (.rtf) Report



**AFSAC**

**Windows Explorer - Saved Reports**

File Edit View Favorites Tools Help

Back Forward Stop Search Folders

Address Saved Reports

Folders

- Manuals
- MILSTRIP
- Processes
- Report Web
- Saved Reports

Name	Size	Type	Date Modified
165a.rtf	70 KB	Rich Text Format	5/6/2008 2:39 PM
example.rtf	70 KB	Rich Text Format	5/8/2008 2:17 PM
jaa.rtf	7 KB	Rich Text Format	5/6/2008 2:46 PM

Context Menu:

- Open
- Edit
- New
- Print
- Convert to Adobe PDF
- Convert to Adobe PDF and Email
- Combine in Adobe Acrobat...
- Scan for Viruses...
- Make Available Offline
- Open With
  - Microsoft Office Word
  - WordPad**
  - Internet Explorer
  - Choose Program...
- Send To
- Cut
- Copy
- Create Shortcut
- Delete
- Rename

**To open the saved report:**

- 1. Use Windows Explorer and find your saved .rtf report.**
- 2. Right click on the desired report.**
- 3. Select "Open with....WordPad".**

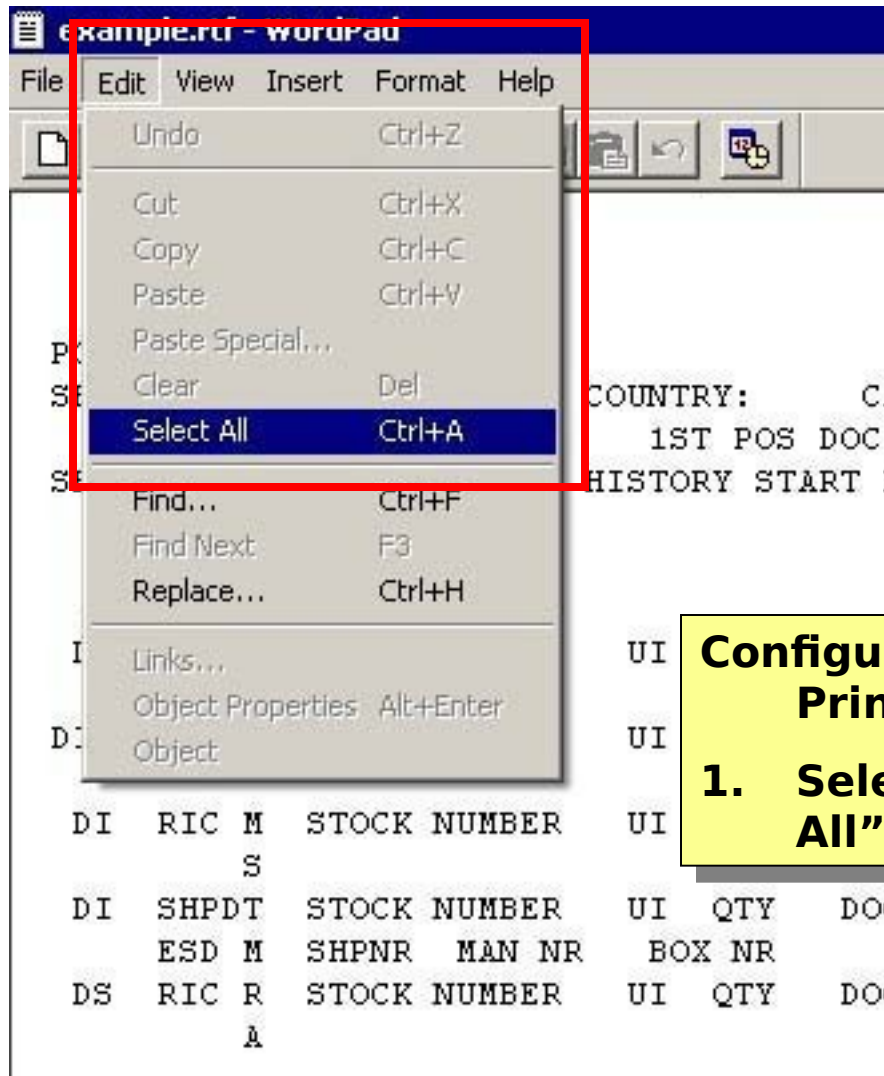
**Note:** WordPad is being used because it maintains the pagination of the report.



# Report.Web - Configure Report for Printing



AFSAC



## Configure Report for Printing:

1. Select "Edit.....Select All".





# Report.Web - Configure Report for Printing



AFSAC

File Edit View Insert Format Help

DOCUMENT NUMBER HISTORY

DOCUMENT NR	STOCK NUMBER	ITEM NAME	UI	SUADDR	LI	PRJ	PRI	NMCS/RDD	STAT	DATE
X REF DOC NR	ORIGINAL SN	TO NUMBER	ERRC		NARR	FUND	PROG	ESD FUP	IND	DATE
D 45V80990048	5306005967420SX	BOLT,CLOSE TOLERANC	EA	DA2		06		A02		
			N		NO	NL	3		Y	
ORIG UP:	24.15	CURRENT UP:								
ORIG RQN QTY:	6	CURRENT QTY:								
ORIG RQN VAL:	144.90	CUR VAL:								
D 45V80990050	5305002063666SX	SC								
ORIG UP:	4.26	CURRENT UP:								
ORIG RQN QTY:	6	CURRENT QTY:								
ORIG RQN VAL:	25.56	CUR VAL:								
D 45V80990052	5310011189138SX	NUT								
ORIG UP:	38.17	CURRENT UP:								
ORIG RQN QTY:	30	CURRENT QTY:								
ORIG RQN VAL:	1,145.10	CUR VAL:								
D 45V80990054	4820011567205SX	COG								
ORIG UP:	193.40	CURRENT UP:								
ORIG RQN QTY:	50	CURRENT QTY:	50	CNCLD QTY:		0	SHPD QTY:	0	DLVD QTY:	0
ORIG RQN VAL:	9,670.00	CUR VAL:	9,670.00	DLVD VAL:		0.00	ORD VAL:	9,		

Font

Font: Courier New  
Font style: Regular  
Size: 9

Effects:  
☐ Strikeout  
☐ Underline  
Color: Black

This is an OpenType font. This same font is available on your printer and your screen.

Configure Report for Printing:

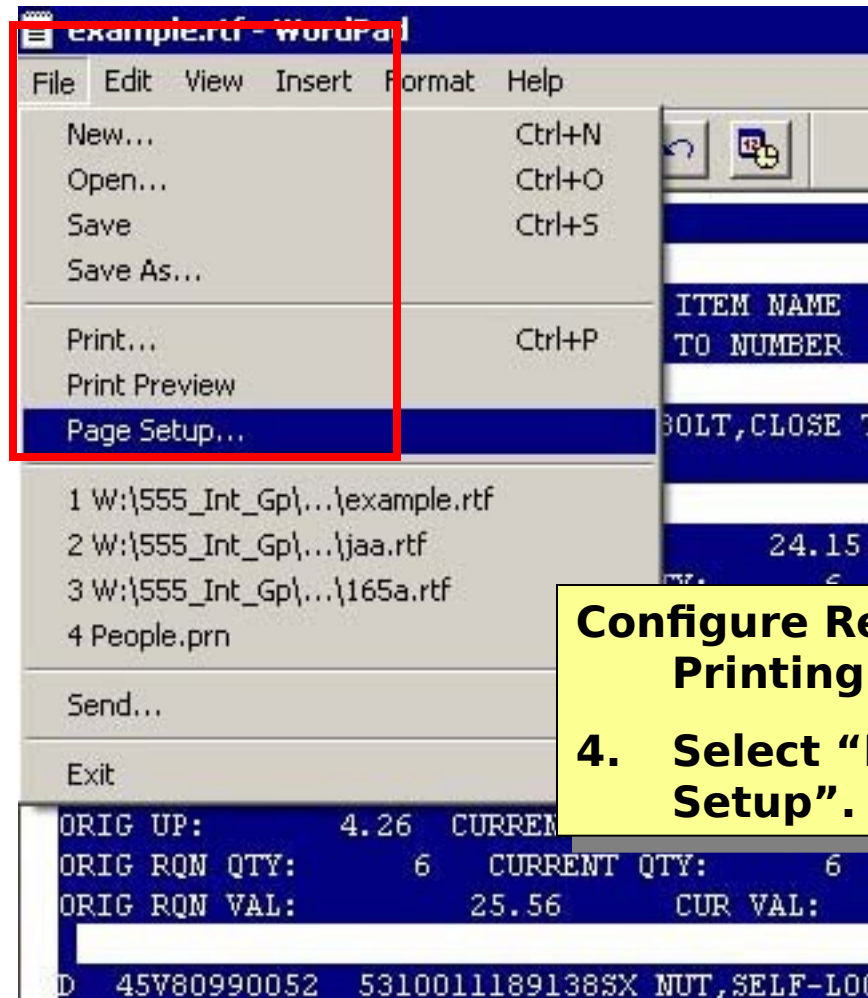
2. Right click on text and select "Font".
3. Set existing font size to "9".



# Report.Web - Configure Report for Printing



**AFSAC**



**Configure Report for  
Printing:**

**4. Select "File....Page  
Setup".**



# Report.Web - Configure Report for Printing



AFSAC

## Configure Report for Printing:

5. Select "Landscape" for the orientation and enter margins as shown. (L, .5, R, .25, T, .25, B, .25)

DOCUMENT NUMBER HISTORY

DOCUMENT NR	STOCK NUMBER	ITEM NAME	UI	SUADDR	LI	PRJ	PRI	NMCS/RDD	STAT	DATE	FU
X REF DOC NR	ORIGINAL SN	TO NUMBER	ERRC	NARR	FUND	PROG	ESD	FUP	IND	DATE	
45V80990048	5306005967420SX	BOLT,CLOSE TOLERANC	EA	DA2		06		A02			SM
ORIG UP:	24.15	CURRENT UP:	24.15								
ORIG RQN QTY:	6	CURRENT QTY:	6								
ORIG RQN VAL:	144.00	CUR VAL:									
CHINE											
.26											
6											
-LOCK											
.17											
30											
45V80990054											
4820011567205SX											
COCK,POPPET I											
ORIG UP:											
193.40											
CURRENT UP:											
193.40											
ORIG RQN QTY:											
50											
CURRENT QTY:											
50											
ORIG RQN VAL:											
9,670.00											
CUR VAL:											
COUNTRY ACTIVITY CODE: AT											
CASE: KEQ											
LINE IT											
OPEN DOCUMENT											
NUMBERS											
TOTAL NUMBER:											
64											

Page Setup

Paper

Size: Letter

Source: Printer Auto Select

Orientation

☐ Portrait

☒ Landscape

Margins (inches)

Left: 0.5 Right: 0.25

Top: 0.25 Bottom: 0.25

OK Cancel Printer...



# Report.Web - Configure Report for Printing



example.rtf - WordPad

File Edit View Insert Format Help

Toolbar  
Format Bar  
Ruler  
Status Bar  
Options...

COMPREHENSIVE REQUISITION/CUSTOM ORDER DA

PCN: (B) COUNTRY: CASE: LINE: DOCUMENT NUMBER:

PROJ CODE: PSC: 1ST POS DOC SERIAL NR: NMCS IND: FOLLOW UP POI

SEQ: CC,CASE,LI,DOCNBR HISTORY START DATE: 00000 END DATE: 00000 HISTORY REQUE

DOCUMENT NUMBER HISTORY

DI	RIC	M	STOCK NUMBER	UI	QTY	DOCUMENT NR	D	SUADDR	S	FC	LI	PRJ	IP	RDD	A
		S					E		I					ESD	
DI	SFX	RIC	STOCK NUMBER	UI	QTY	DOCUMENT NR	M	SUADDR	G	FC	LI	PRJ		FIA	TRAN
DI	RIC	M	STOCK NUMBER												
		S													
DI	SHPD	T	STOCK NUMBER												
	ESD	M	SHPNR	MAN NR											
DS	RIC	R	STOCK NUMBER	UI	QTY	DOCUMENT NR	X	SUADDR	B	FC	POE	P	DEL	DC	B NF
		A							C			C	DT	PC	RII

NAME: INITIATOR ASSEMBLY, STATUS: OPEN NARR: YES

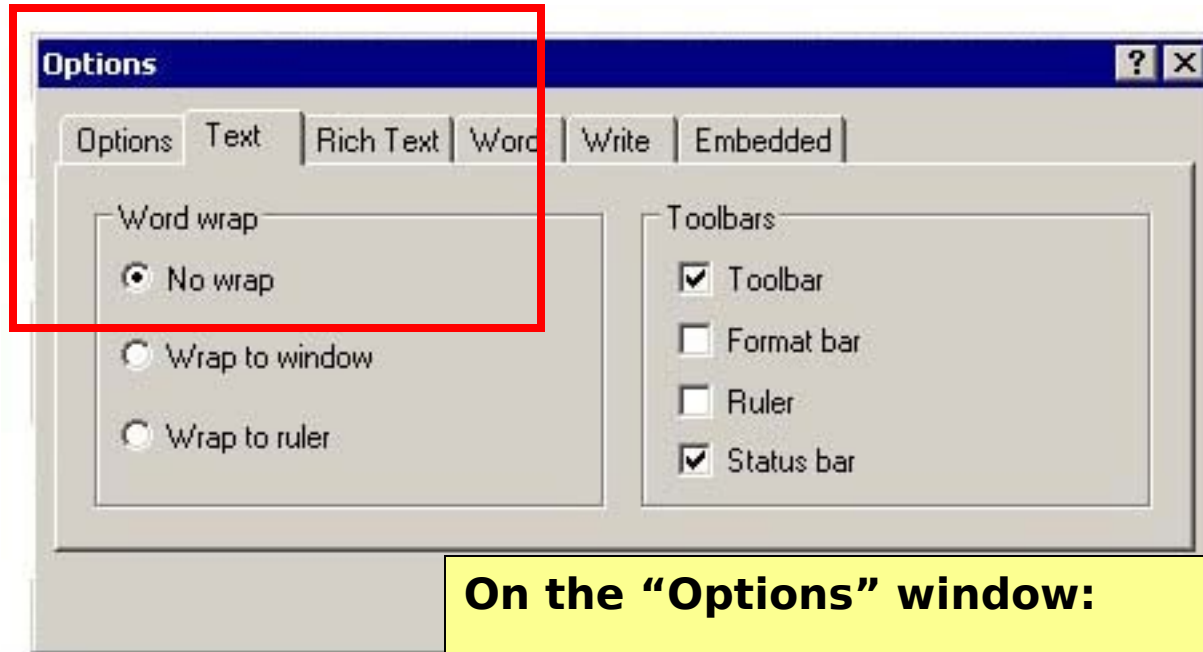
**On the WordPad window:**

1. Select "View.....Options".





# Report.Web - Configure Report for Printing



**On the “Options” window:**

- 2. Select the “Text” tab.**
- 3. Select the “No wrap” feature.**

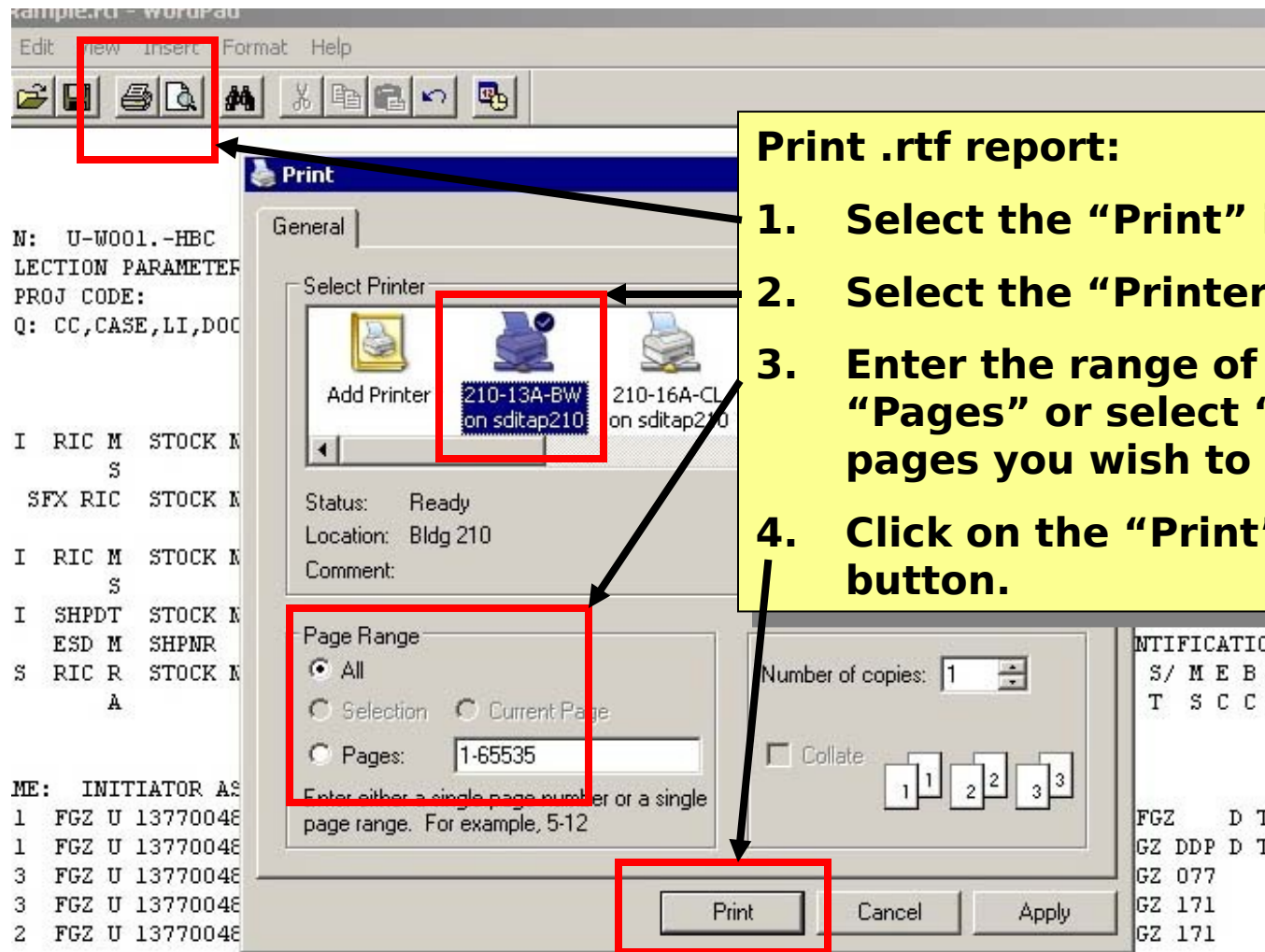




# Report.Web - Print .rft Report



AFSAC



## Print .rft report:

1. Select the "Print" icon.
2. Select the "Printer" icon.
3. Enter the range of "Pages" or select "All" pages you wish to print.
4. Click on the "Print" button.

N: U-W001.-HBC  
LECTION PARAMETER  
PROJ CODE:  
Q: CC,CASE,LI,DOC

I RIC M STOCK M  
S  
SFX RIC STOCK M  
I RIC M STOCK M  
S  
I SHPDT STOCK M  
ESD M SHPMR  
S RIC R STOCK M  
A

ME: INITIATOR AS  
1 FGZ U 13770048  
1 FGZ U 13770048  
3 FGZ U 13770048  
3 FGZ U 13770048  
2 FGZ U 13770048

NTIFICATION  
S/ M E B J  
T S C C J

FGZ D T  
GZ DDP D T  
GZ 077  
GZ 171  
GZ 171

IG RQN QTY: 14 CURRENT QTY: 14 CNCLD QTY: 0 SHPD QTY: 0 DLVD QTY:  
IG RQN VAL: 95,900.00 CURRENT VAL: 95,900.00 DLVD VAL: 0.00 (



# Practice



**AFSAC**

**Now it is your turn:**

- **Use your own Report.Web User-ID and password, and practice viewing, configuring and printing reports.**